



CITY OF LODI COUNCIL COMMUNICATION

TM

AGENDA TITLE: Adopt Resolution Awarding Contracts for City-Wide Janitorial Services to Korean Professional Building Maintenance of Stockton, ServiceMaster Commercial Building Maintenance of Sacramento, and Cleaning Concepts of Lodi

MEETING DATE: April 7, 2004

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt a resolution awarding the janitorial services contract to Korean Professional Building Maintenance, of Stockton, ServiceMaster Commercial Building Maintenance, of Sacramento, and Cleaning Concepts, of Lodi, in accordance with the recommendation shown below.

BACKGROUND INFORMATION: This project consists of janitorial services for City facilities. Within the past six years, City facilities have grown by an estimated 110,000 square feet, including the addition of the new Police Facility. Growth and changing expectations in the quality of janitorial services indicated a need to update specifications and contract management, which required re-bidding the janitorial services contract. Significant changes to the specifications included the ability to award separate contracts for four different facility groups. Allowing multiple contracts provides opportunities for small firms and on-going competition, plus allows for easier replacement, should a firm not perform. In addition, the bid was structured to allow selection of reduced service levels to reduce the total cost. These changes now allow the City greater flexibility to pursue the highest quality work at the most reasonable cost.

Specifications for this project were approved on February 4, 2004. A prequalification process was used, and all eight contractors who applied were qualified. Bids were opened on March 10, 2004, and eight bids were received from the firms listed below. A summary of the bids is shown in Exhibit A.

Bidder	Location
Korean Professional Building Maintenance	Stockton
Cleaning Concepts	Lodi
Advanced Property Services	Sacramento
ServiceMaster Commercial Building Maintenance	Sacramento
Milton's Maintenance	Woodbridge
Tee Janitorial and Maintenance	Sacramento
National Janitorial Service	San Jose
Jani-King Commercial Cleaning of California, Inc.	Sacramento

Jani-King and National Janitorial Service failed to include the receipt form for the 2nd addendum, so their bids are considered non-responsive. Jani-King challenged the City regarding this, but the Purchasing Officer confirmed that the bid did not include Receipt of Addendum No. 2 (see Exhibit B).

Exhibit A outlines five approaches to awarding this City-wide janitorial services contract among the remaining six bidders. The four facility groups were established considering location, type of use, and frequency and type of cleaning required. In addition, two cleaning schedules were bid – "Standard" and "Reduced". Facility Group A includes the Police Facility and the Library. Group B includes the Civic Center facilities. Group C

APPROVED:

H. Dixon Flynn, City Manager

Adopt Resolution Awarding Contracts for City-Wide Janitorial Services to Korean Professional Building Maintenance of Stockton, ServiceMaster Commercial Building Maintenance of Sacramento, and Cleaning Concepts of Lodi

April 7, 2004

Page 2

includes the Municipal Service Center, Parks and Recreation, White Slough Water Pollution Control Facility, and the Parking Structure. Group D is Hutchins Street Square.

The Standard Schedule represents cleaning at the existing frequencies, typically at five days per week, except at the Library, where we are proposing a reduction from seven days per week to five days per week. The facilities that have the highest amount of public use and intense physical demands are the likeliest candidates for this schedule of cleaning. The Reduced Schedule changes the frequency of cleaning, typically from five days per week down to three days per week. The facilities that have less public use and/or are primarily office environments generally fall into this category.

Specifically, staff's recommendation is as follows:

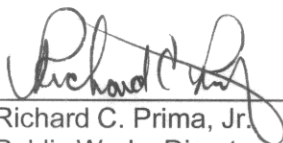
1. That the Police Facility and the Library (Group A) be awarded to Korean Professional Building Maintenance on the Standard Schedule because of the number of citizens they serve and operational issues (i.e., 24/7 jail, dispatch, and other high-use areas). The existing frequencies at the Police Facility are six days per week for the jail portion and five days per week for the rest of the building. The Library includes a reduction from seven days a week to five days a week. The annual cost is \$58,560.
2. That the Civic Center Facilities (City Hall, Court, Carnegie Forum, and Finance Department) (Group B) be awarded to ServiceMaster Commercial Building Maintenance on the Reduced Schedule. The annual cost is \$25,272.
3. That the Municipal Service Center, Parks and Recreation Facilities, White Slough, and Parking Structure (for Fire Administration) (Group C) be awarded to ServiceMaster Commercial Building Maintenance on the Reduced Schedule. The annual cost is \$19,308.
4. That the Community Center at Hutchins Street Square (Group D) be awarded to Cleaning Concepts on the Standard Schedule. Hutchins Street Square recovers its janitorial expense through billing its renters, and the difference between standard and reduced services is only \$300 per month. The annual cost is \$11,640.
5. Bids for emergency cleaning and call outs were received from all contractors. Those minimum call out and hourly rates are part of the contracts.
6. Window cleaning was also bid as an alternate and will be part of the contracts to be used as needed.

The City Council directed staff to reduce janitorial services City-wide in January 2004, as a budget-reduction measure, anticipating annual savings of approximately \$26,000. Further significant budget savings are now available by the recommended selection of reduced services and facility group bidding of janitorial services (approximately \$60,000 total).

Finally, staff requests that the City Council grant the City Manager (within the budget) the authority to adjust cleaning frequencies with any, or all, of these contractors should the reduced schedule of cleaning not prove to be adequate, or to terminate a contract and award to other contractors should a firm, or firms, fail to perform.

FUNDING: Requested Appropriation: Not applicable.

The money for these service contracts **is already budgeted** in the operations budgets for the Public Works Department, Electric Utility Department, Transit Division, Parks and Recreation Department, Library, and Hutchins Street Square. The Public Works Facilities Services Division oversees the janitorial contract for the City.



Richard C. Prima, Jr.
Public Works Director

Prepared by Dennis J. Callahan, Fleet and Facilities Manager
RCP/DJC/pmf

cc: Purchasing Officer
Parks & Recreation Director
Facilities Supervisor

Community Center Director
Electric Utility Director
Police Chief

Library Services Director
Transportation Manager
Fire Chief

Finance Director

Janitorial Services for City Facilities

Exhibit A

Standard Schedule

	GROUP A P.D., Library	GROUP B C.H., Finance, Carnegie, Court	GROUP C MSC, Parks, W. Slough, Parking Structure	GROUP D H.S.S.	Total Annual Cost Using Single Bidder For All Groups
Jani-King of California	\$ 5,893.65	\$ 2,195.87	\$ 1,660.79	\$ 826.45	\$ 126,921.12
National Janitorial	\$ 11,704.55	\$ 4,523.28	\$ 3,048.20	\$ 1,455.72	\$ 248,781.00
Tee Janitorial	\$ 8,200.00	\$ 7,300.00	\$ 9,100.00	\$ 5,000.00	\$ 355,200.00
Milton's Maintenance	\$ 6,900.00	\$ 4,750.00	\$ 6,840.00	\$ 6,850.00	\$ 304,080.00
ServiceMaster	\$ 7,588.00	\$ 3,510.00	\$ 2,681.00	\$ 2,075.00	\$ 190,248.00
Advanced Property Services	\$ 6,709.20	\$ 2,995.00	\$ 2,760.00	\$ 2,920.00	\$ 184,610.40
Cleaning Concepts	\$ 6,820.00	\$ 4,170.00	\$ 3,150.00	\$ 970.00	\$ 181,320.00
Korean Building Maintenance	\$ 4,880.00	\$ 3,120.00	\$ 4,300.00	\$ 1,750.00	\$ 168,600.00

Lowest Bid per Group	\$ 4,880.00	\$ 2,995.00	\$ 2,681.00	\$ 970.00	
Total Annual Cost Using Lowest Bid Per Group					\$ 138,312.00

Reduced Schedule

	GROUP A	GROUP B	GROUP C	GROUP D	Total Annual Cost Using Single Bidder For All Groups
Jani-King of California	\$ 4,596.00	\$ 1,504.37	\$ 1,138.66	\$ 655.07	\$ 94,729.20
National Janitorial	\$ 7,609.53	\$ 2,710.76	\$ 1,884.70	\$ 937.93	\$ 157,715.04
Tee Janitorial	\$ 6,600.00	\$ 5,300.00	\$ 7,000.00	\$ 3,600.00	\$ 270,000.00
Milton's Maintenance	\$ 4,500.00	\$ 2,820.00	\$ 4,105.00	\$ 4,110.00	\$ 186,420.00
Advanced Property Services	\$ 5,107.92	\$ 2,276.20	\$ 2,097.60	\$ 2,219.20	\$ 140,411.04
Cleaning Concepts	\$ 5,410.00	\$ 2,910.00	\$ 1,980.00	\$ 670.00	\$ 131,640.00
Korean Building Maintenance	\$ 3,720.00	\$ 2,210.00	\$ 3,140.00	\$ 1,250.00	\$ 123,840.00
ServiceMaster	\$ 4,758.00	\$ 2,106.00	\$ 1,609.00	\$ 1,247.00	\$ 116,640.00

Lowest Bid per Group	\$ 3,720.00	\$ 2,106.00	\$ 1,609.00	\$ 670.00	
Total Annual Cost Using Lowest Bid Per Group					\$ 97,260.00

Recommended Action

Reduced Schedule, Groups B,C		\$ 2,106.00	\$ 1,609.00		
Regular Schedule, Group A, D	\$ 4,880.00			\$ 970.00	
Total Annual Cost					\$ 114,780.00

MEMORANDUM, Finance Department, Purchasing Division

TO: Richard Prima, Public Works Director

FROM: Joel Harris, Purchasing Officer

DATE: March 19, 2004

SUBJECT: Bid Opening – Janitorial Services – Various City Facilities
March 10, 2004

A question has been raised concerning the presence of an Acknowledgement of Receipt of Addendum #2 in a bid submittal from Jani-King of California, Inc., Sacramento, for the City of Lodi Janitorial Services contract for various city facilities.

According to a statement by Geri Fiore, the City's Buyer who handled the bid opening on March 10, the Acknowledgement of Receipt of Addendum #2 was not included in Jani-King's binder. The binder contained Jani-King's bid, Acknowledgement of Receipt of Addendum #1, color cutsheets, and a copy of the bid instructions. Ms. Fiore attested that she looked through the binder twice, page by page, and the Acknowledgement #2 was not included.

She then read into the record the existence of the only Acknowledgement included, that for Addendum #1, and the respective bid amounts listed by Jani-King. The record reflects that reading.

cc: Ruby Paiste, Accounting Manager



1-3

Jani-King of California, Inc.
Sacramento Region
3117 Fitts Circle, Suite 101
Sacramento, California 95827
(916) 364-9800
Fax: (916) 364-9813

March 17, 2004

Jennifer Perrin
City of Lodi
Public Works Department

RE: Janitorial Services for City Facilities

Dear Jennifer:

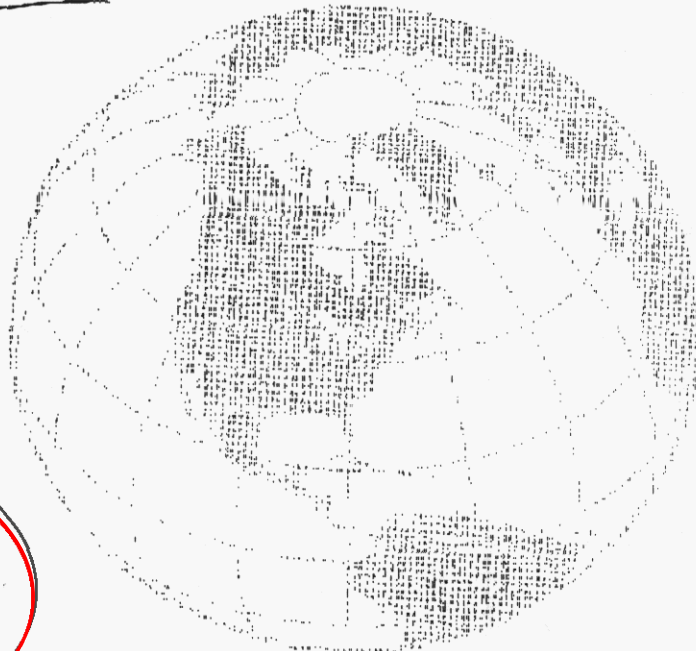
Please find attached a copy of Amendment 2 of the janitorial services bid. Both amendment 1 and amendment 2 were signed and included with our bid. I personally signed, placed in proposal, and delivered proposal directly to the City of Lodi. I reviewed our documents with the Clerk as she date stamped our bid.

Please find attached copies of emails from Mark Zollo. These emails state that Mr. Zollo originally sent our copy of amendment 2 to Milton's Maintenance on March 5, 2004. It was not until March 8, 2004 that Mr. Zollo responded to my email as attached.

It is our belief that Jani-King of California, Inc. fairly completed and submitted our bid response, including both amendments on time, and should be awarded this contract.

Respectfully submitted,


Michael Fruci
Regional Director
Jani-King of California, Inc.
Sacramento Region



Note: Filed at 3/17
mtg.; however, item
was pulled.

United States
Albuquerque
Atlanta • Austin
Baltimore • Baton Rouge
Birmingham
Boston • Buffalo
Charleston • Charlotte
Chicago • Cincinnati
Cleveland • Colton
Columbia • Columbus
Dallas • Dayton
Denver • Detroit
Fort Worth • Greensboro
Greenville/Spartanburg
Hampton Roads
Hartford • Hawaii
Houston • Huntsville
Indianapolis • Jackson
Jacksonville • Kansas City
Knoxville • Las Vegas
Los Angeles • Louisville
Madison
Memphis • Miami
Milwaukee • Minneapolis
Mobile • Nashville
New Jersey • New Orleans
New York • Oakland
Oklahoma City • Orlando
Philadelphia • Phoenix
Pittsburgh • Portland
Raleigh/Durham
Rhode Island
Richmond • Sacramento
Salt Lake City • San Antonio
San Diego • San Francisco
Seattle • St. Mississippi
St. Louis • Tampa Bay
Tucson • Tulsa
Washington, D.C.

Argentina

Australia

Brazil

Canada

France

Great Britain

Hong Kong

Malaysia

Mexico

New Zealand

Singapore

South Korea

Taiwan

Turkey

CITY OF LODI
PUBLIC WORKS DEPARTMENT

RECEIPT OF ADDENDUM

PROJECT: JANITORIAL SERVICES FOR CITY FACILITIES

Received from the City of Lodi ADDENDUM NO. 1 to the plans and specifications for the above referenced project.

Date: March 1, 2004JANI-KING of California, Inc
By Michael S.
Regional Director

NOTE: This acknowledgment must be submitted with the Bid Proposal.

*10/ Square Foot
80 FT.*

CITY OF LODI
PUBLIC WORKS DEPARTMENT

RECEIPT OF ADDENDUM

PROJECT: JANITORIAL SERVICES FOR CITY FACILITIES

Received from the City of Lodi ADDENDUM NO. 1 to the plans and specifications for the above referenced project.

Date: March 1, 2004

Jani-King of California, Inc.

By 

Regional Director

NOTE: This acknowledgment must be submitted with the Bid Proposal.

CITY OF LODI
PUBLIC WORKS DEPARTMENT

ADDENDUM NO. 1

PROJECT: JANITORIAL SERVICES FOR CITY FACILITIES

Notice is hereby given that the plans and specifications for the above referenced project have been revised as follows:

1. Section 3, Bid Proposal: Add Bid Alternate No. 1 by replacing page 3.5 with attached page 3.5 (Revised):

Bid Alternate No. 1 Interior/Exterior Window Cleaning: Interior/exterior window cleaning shall be done once per year. Please supply a lump sum price for window cleaning for each facility group. Interior partition glazing shall be considered part of normally scheduled duties and maintained free of prints, dust, etc.

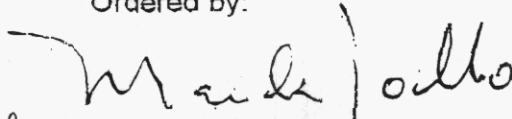
2. Section 6, Special General Conditions: Replace page 6.4 with attached page 6.4 (Revised).

3. Answers to questions asked during facility tour, on February 19, 2004:

- A. Firms with less than five years of experience and demonstrating otherwise satisfactory Qualification Statements will be considered qualified bidders.
- B. The City paid approximately \$167,735 for janitorial services for the fiscal year, 7/1/02-6/30/03.
- C. Materials supplied by the City: multi-fold paper towels, toilet paper, toilet seat covers, liquid soap for dispensers, urinal cakes, and feminine sanitary supplies.
- D. Glazing in the jail shall be maintained as daily work.
- E. Police Department gym floor and mirrors shall be maintained as part of daily work. Exercise equipment shall be dusted and wiped down, once per month.
- F. The Police Department sally port (bus loading garage) shall be swept once per month.
- G. Jail mattresses shall be wiped down weekly and on an as-needed basis (accidents, poor inmate hygiene, etc.).
- H. Questions regarding requirement of a performance, janitorial services, business services or other type of bond, will be answered in the next addendum.
- I. A bid bond, as noted on the cover letter for this project, is not required.
- J. A qualified bidders list shall be included in the next addendum.

Dated: February 27, 2004

Ordered by:


for Dennis J. Callahan
Fleet & Facilities Manager

For Groups A, B, C, and D Include:

- L. 24/7 Emergency Call-Out Response
 (1 Hour Response, Applies to All Facility Groups)
 Minimum Charge Per Call, Per Person
 and Rate Per Hour, Per Person

Minimum Charge \$ 100.00
 Rate Per Hour \$ 14.00

Bid Alternate No.1 Interior/Exterior Window Cleaning:

- M. Lump Sum price (LS) for each facility group,
 Group A

Interior LS \$.10 sq.ft.
 Exterior LS \$.10 sq.ft.

Group B

Interior LS \$.10 sq.ft.
 Exterior LS \$.10 sq.ft.

Group C

Interior LS \$.10 sq.ft.
 Exterior LS \$.10 sq.ft.

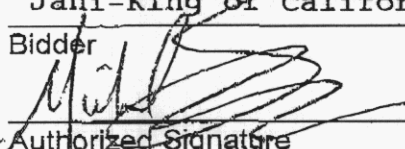
Group D

Interior LS \$.10 sq.ft.
 Exterior LS \$.10 sq.ft.

All representations made herein are true and are made under penalty of perjury.
 (Attach additional sheets if needed.) The Undersigned is licensed in accordance with the
 laws of the State of California, License No. _____, Classification
 _____, License Expiration Date _____.

Federal Contractor/Employer I.D. No. 95-375-7393
Jani-King of California, Inc. Dated: March 1, 2004

Bidder


 Authorized Signature

Regional Director

Title

Corporation

TYPE OF ORGANIZATION

Individual, Partnership or Corporation

(Affix corporate seal if Corporation)

3117 Fite Circle Suite 101

Address

Sacramento Regional Director

(916) 364-9800
 Telephone

5. Buff floors

6. Descale and dissolve water rings in toilet and urinal bowls

H. Required Monthly Scheduled Duties (in addition to Daily and Weekly Duties)

1. Dust walls, rows of books in open cabinets, and light fixtures. Remove cobwebs on all interior surfaces and building entrances. Vacuum draperies and blinds. Dust and remove accumulated grime from HVAC registers.

I. Required Quarterly Scheduled Duties (in addition to Daily, Weekly, and Monthly Duties)

1. Wash windows, interior and exterior
2. Strip and wax floors

J. **Note: Contractor shall perform Weekly, Monthly, and Quarterly Duties during both regular and reduced frequencies of service. Lump Sum prices shall include Weekly, Monthly, and Quarterly Duties for both regular and reduced frequencies of service.**

6.4 Materials and Equipment

A. City-Furnished Materials

1. Soap for dispensers
2. Paper products for dispensers (toilet paper, hand-towels, and seat covers)
3. Liners for wastebaskets and trash cans
4. Urinal cakes
5. Feminine Sanitary Supplies

B. Contractor-Furnished Materials

All cleaning supplies, equipment, and tools necessary to perform work and maintain facilities in a sanitary and satisfactory manner.

- C. The Contractor shall notify the Facilities Manager 48 hours in advance when materials are needed. The Contractor shall be responsible for all materials furnished to him. The Contractor shall replace lost or damaged materials. Failure to replace lost or damaged materials in a timely manner may result in the City deducting the value of same from the monthly payment.
- D. Toxic/Hazardous substance laws and regulations apply. The Contractor shall keep copies of Material Safety Data Sheets (MSDS) at all locations where these types of materials are stored and used. The Contractor will provide copies to the City upon request by the City's representatives.
- E. The Contractor shall store all materials and equipment in locations and such a manner consistent with their labels.

For Groups A, B, C, and D Include:

- L. 24/7 Emergency Call-Out Response
(1 Hour Response, Applies to All Facility Groups)

Minimum Charge Per Call, Per Person
and Rate Per Hour, Per Person

Minimum Charge \$ 100.00

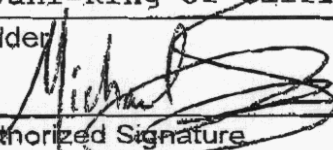
Rate Per Hour \$ 14.00

All representations made herein are true and are made under penalty of perjury.
(Attach additional sheets if needed.) The Undersigned is licensed in accordance with the
laws of the State of California, License No. _____, Classification
_____, License Expiration Date _____.

Federal Contractor/Employer I.D. No. 95-375-7393

Jani-King of California, Inc. Dated: March 10, 2004

Bidder


Authorized Signature

Regional Director

Title

Corporation

TYPE OF ORGANIZATION

Individual, Partnership or Corporation

(Affix corporate seal if Corporation)

3117 Fite Circle Suite 101

Address

Sacramento, Ca 95827

(916) 364-9800

Telephone

CITY OF LODI
PUBLIC WORKS DEPARTMENT

RECEIPT OF ADDENDUM

PROJECT: JANITORIAL SERVICES FOR CITY FACILITIES

Received from the City of Lodi ADDENDUM NO. 1 to the plans and specifications for the above referenced project.

Date: March 1, 2004

Jani-King of California, Inc
By Michael S.
Regional Director

NOTE: This acknowledgment must be submitted with the Bid Proposal.

.10 / Square Foot
SQ. FT.

CITY OF LODI
PUBLIC WORKS DEPARTMENT

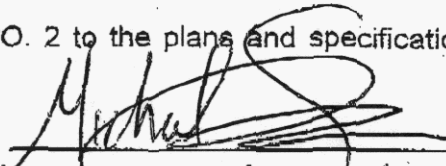
RECEIPT OF ADDENDUM

PROJECT: CITY OF LODI - JANITORIAL SERVICES FOR CITY FACILITIES

Received from the City of Lodi ADDENDUM NO. 2 to the plans and specifications for the above referenced project.

Date: March 9, 2004

By


Michael Ervi
Jani-King of California

NOTE: This acknowledgment must be submitted with the Bid Proposal.

CITY OF LODI
PUBLIC WORKS DEPARTMENT

ADDENDUM NO. 2

PROJECT: JANITORIAL SERVICES FOR CITY FACILITIES

Notice is hereby given that the plans and specifications for the above referenced project have been revised as follows:

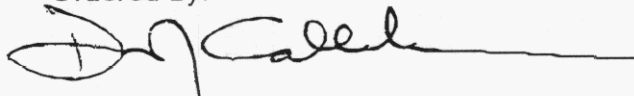
In response to additional questions asked by bidders:

1. Addendum No. 1, Revision 3, B: Does not include the estimated cost for janitorial services for the new police facility. Adjusting for the deletion of service in the old facility and addition of service for the new facility adds an estimated \$3,300.00 per month (\$39,600.00 for fiscal year 2003-2004) to the annual cost the City pays for janitorial service.
2. 2,900 Contract Bonds: A Janitorial Services Bid Bond (Business Services Bond) that bonds against theft and dishonesty by the Contractor's employees in the amount of \$100,000.00 is required for the duration of the contract.
3. State of California minimum wage requirements per California Labor Code apply.
4. Facility entrances shall be maintained (swept, free of trash, etc.) as a part of daily duties.
5. Section 5, Description of Work: Replace page 5.1 with attached page 5.1(Revised). Add Facilities Services Office to Group B, Item C. Add the cost of this work to Group B, Item C, (City Hall) in the Bid Proposal (Section 3).
6. Qualified Bidders List:
 - a. Korean Professional Building Maintenance
 - b. Advanced Property Services
 - c. TEE Janitorial
 - d. Service Master Commercial Building Maintenance
 - e. JaniKing of California
 - f. Cleaning Concepts
 - g. National Janitorial Services

Stockton
Sacramento
Sacramento
Sacramento
Sacramento
Lodi
San Jose

Dated: March 5, 2004

Ordered by:



Dennis J. Callahan
Fleet & Facilities Manager

JANITORIAL SERVICES FOR CITY FACILITIES**SECTION 5
GENERAL CONDITIONS****5.1 DESCRIPTION OF WORK**

The Contractor shall furnish all labor, equipment, and other services necessary for the complete janitorial maintenance, in accordance with the provisions of this agreement, for the following City of Lodi facilities:

Group A

- A. Lodi Police Department, 215 West Elm Street. Approximately 46,000 square feet, including a 6,200 square foot jail. Includes restrooms, kitchens, locker/shower areas, and public lobby.
- B. Library, 201 West Locust Street. Approximately 27,000 square feet. Includes restrooms, kitchenette and public lobby.

Group B

- C. City Hall, 221 West Pine Street. Approximately 12,000 square feet. Includes restrooms, breakroom, public lobby, and the Facilities Services Office located behind City Hall which is approximately 275 square feet.
- D. Finance Department, 300 West Pine Street. Approximately 8,500 square feet. Includes restrooms, breakroom, and public lobby.
- E. Lodi Court #1, 230 West Elm Street. Approximately 4,500 square feet. Includes restrooms, breakroom, and areas of wood paneling.
- F. Carnegie Forum, 305 West Pine Street. Approximately 9,500 square feet. Includes Council Chambers, restrooms, and kitchenette.

Group C

- G. Lodi Station Parking Structure, 25 East Pine Street. Approximately 2,800 square feet. Includes Fire Administration offices **only**, two elevators, and restrooms.
- H. Parks & Recreation (Administration Offices, Annex, Staff Areas,), 125 North Stockton Street. Approximately 7,100 square feet. Includes restrooms, locker room, and rental hall.
- I. Municipal Service Center (Public Works, Electric Utility, Purchasing, Animal Shelter office, including modular facilities), 1331 South Ham Lane. Approximately 12,400 square feet. Includes restrooms, kitchenettes, locker rooms, conference rooms.
- J. White Slough Water Pollution Control Facility (Administration and staff offices, lunchroom, men's and women's locker rooms), 12751 North Thornton Road. Approximately 4,000 square feet. Includes restrooms, locker rooms, breakroom, and laboratory.

Michael Fruci

From: "Mark Zollo" <mzollo@lodi.gov>
To: "Michael Fruci" <mfruci@janiking.net>
Sent: Monday, March 08, 2004 4:32 PM

There is a mistake in Addendum No. 2, item 2. Please omit the term "bid" used in describing the Janitorial Services Bond (Business Services bond).

Mark Zollo

Facilities Services Supervisor
Public Works
City of Lodi
221 W. Pine St.
Lodi, CA 95240

209-333-6800, x2692
209-333-6710 fax

Michael Fruci

From: "Mark Zollo" <mzollo@lodi.gov>
To: "Michael Fruci" <mfruci@janiking.net>
Sent: Friday, March 05, 2004 2:08 PM
Subject: Milton's Maintenance

Please be advised that Milton's Maintenance is considered qualified to bid for the City of Lodi, Janitorial Services for City Facilities contract.

Mark Zollo

Facilities Services Supervisor
Public Works
City of Lodi
221 W. Pine St.
Lodi, CA 95240

209-333-6800, x2692
209-333-6710 fax

Michael Fruci

From: "Mark Zollo" <mzollo@lodi.gov>
To: "Michael Fruci" <mfruci@janiking.net>
Sent: Friday, March 05, 2004 3:36 PM
Subject: RE: Milton's Maintenance

Mr. Fruci,

Per our discussion yesterday: Addendum #2 has been sent and JaniKing is a qualified bidder.

Mark Zollo

Facilities Services Supervisor
Public Works
City of Lodi
221 W. Pine St.
Lodi, CA 95240

209-333-6800, x2692
209-333-6710 fax

-----Original Message-----

From: Michael Fruci [mailto:mfruci@janiking.net]
Sent: Friday, March 05, 2004 2:55 PM
To: Mark Zollo
Subject: Re: Milton's Maintenance

I still have not seen any information regarding Jani-King being authorized and pre-qualified.

----- Original Message -----

From: "Mark Zollo" <mzollo@lodi.gov>
To: "Michael Fruci" <mfruci@janiking.net>
Sent: Friday, March 05, 2004 2:08 PM
Subject: Milton's Maintenance

Please be advised that Milton's Maintenance is considered qualified to bid for the City of Lodi, Janitorial Services for City Facilities contract.

Mark Zollo

Facilities Services Supervisor
Public Works
City of Lodi
221 W. Pine St.
Lodi, CA 95240

209-333-6800, x2692
209-333-6710 fax

RESOLUTION NO. 2004-54

A RESOLUTION OF THE LODI CITY
COUNCIL AWARDDING BIDS FOR
CITY-WIDE JANITORIAL SERVICES

WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council sealed bids were received and publicly opened on March 10, 2004, at 11:00 a.m. for City-wide janitorial services described in the specifications therefore approved by the City Council on February 4, 2004; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as shown on Exhibit A attached hereto.

WHEREAS, two bidders, JaniKing and National Janitorial Service failed to include the receipt form for the 2nd addendum, and therefore their bids are considered non-responsive; and

WHEREAS, the City Manager recommends award of the bids for City-wide janitorial services be made to the lowest responsible bidders, Korean Building Maintenance, of Stockton; Service Master, of Sacramento; and Cleaning Concepts, of Lodi, California, in the amounts shown on Exhibit A attached.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that the award of the bids for City-wide janitorial services be and the same is hereby awarded to the lowest responsible bidders, Korean Building Maintenance, of Stockton; Service Master, of Sacramento; and Cleaning Concepts, of Lodi, CA, in the amounts shown on Exhibit A attached.

Dated: April 7, 2004

I hereby certify that Resolution No. 2004-54 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 7, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, Land, and
Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

Janitorial Services for City Facilities

Exhibit A

Standard Schedule

	GROUP A P.D., Library	GROUP B C.H., Finance, Carnegie, Court	GROUP C MSC, Parks, W. Slough, Parking Structure	GROUP D H.S.S.	Total Annual Cost Using Single Bidder For All Groups
Jani-King of California	\$ 5,893.65	\$ 2,195.87	\$ 1,660.79	\$ 826.45	\$ 126,921.12
National Janitorial	\$ 11,704.55	\$ 4,523.28	\$ 3,048.20	\$ 1,455.72	\$ 248,781.00
Tee Janitorial	\$ 8,200.00	\$ 7,300.00	\$ 9,100.00	\$ 5,000.00	\$ 355,200.00
Milton's Maintenance	\$ 6,900.00	\$ 4,750.00	\$ 6,840.00	\$ 6,850.00	\$ 304,080.00
ServiceMaster	\$ 7,588.00	\$ 3,510.00	\$ 2,681.00	\$ 2,075.00	\$ 190,248.00
Advanced Property Services	\$ 6,709.20	\$ 2,995.00	\$ 2,760.00	\$ 2,920.00	\$ 184,610.40
Cleaning Concepts	\$ 6,820.00	\$ 4,170.00	\$ 3,150.00	\$ 970.00	\$ 181,320.00
Korean Building Maintenance	\$ 4,880.00	\$ 3,120.00	\$ 4,300.00	\$ 1,750.00	\$ 168,600.00

Lowest Bid per Group	\$ 4,880.00	\$ 2,995.00	\$ 2,681.00	\$ 970.00	
Total Annual Cost Using Lowest Bid Per Group					\$ 138,312.00

Reduced Schedule

	GROUP A	GROUP B	GROUP C	GROUP D	Total Annual Cost Using Single Bidder For All Groups
Jani-King of California	\$ 4,596.00	\$ 1,504.37	\$ 1,138.66	\$ 655.07	\$ 94,729.20
National Janitorial	\$ 7,609.53	\$ 2,710.76	\$ 1,884.70	\$ 937.93	\$ 157,715.04
Tee Janitorial	\$ 6,600.00	\$ 5,300.00	\$ 7,000.00	\$ 3,600.00	\$ 270,000.00
Milton's Maintenance	\$ 4,500.00	\$ 2,820.00	\$ 4,105.00	\$ 4,110.00	\$ 186,420.00
Advanced Property Services	\$ 5,107.92	\$ 2,276.20	\$ 2,097.60	\$ 2,219.20	\$ 140,411.04
Cleaning Concepts	\$ 5,410.00	\$ 2,910.00	\$ 1,980.00	\$ 670.00	\$ 131,640.00
Korean Building Maintenance	\$ 3,720.00	\$ 2,210.00	\$ 3,140.00	\$ 1,250.00	\$ 123,840.00
ServiceMaster	\$ 4,758.00	\$ 2,106.00	\$ 1,609.00	\$ 1,247.00	\$ 116,640.00

Lowest Bid per Group	\$ 3,720.00	\$ 2,106.00	\$ 1,609.00	\$ 670.00	
Total Annual Cost Using Lowest Bid Per Group					\$ 97,260.00

Recommended Action

Reduced Schedule, Groups B,C		\$ 2,106.00	\$ 1,609.00		
Regular Schedule, Group A, D	\$ 4,880.00			\$ 970.00	
Total Annual Cost					\$ 114,780.00

CITY COUNCIL

LARRY D. HANSEN, Mayor
JOHN BECKMAN
Mayor Pro Tempore
SUSAN HITCHCOCK
EMILY HOWARD
KEITH LAND

CITY OF LODI
PUBLIC WORKS DEPARTMENT

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6706
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EMAIL pwdept@lodi.gov
<http://www.lodi.gov>

H. DIXON FLYNN
City Manager
SUSAN J. BLACKSTON
City Clerk
D. STEVEN SCHWABAUER
Interim City Attorney
RICHARD C. PRIMA, JR.
Public Works Director

April 1, 2004

VIA FAX
(5 Pages)

Korean Professional Building Maintenance, 957-6402
Cleaning Concepts, 369-7813
Advanced Property Services, (916) 453-2955
ServiceMaster Commercial Building Maintenance, (916) 575-1635
Milton's Maintenance, 367-8867
Tee Janitorial and Maintenance, (916) 455-6099
National Janitorial Service, (408) 441-6230
Jani-King Commercial Cleaning of California, Inc., (916) 364-9813

SUBJECT: Adopt Resolution Awarding Contracts for City-Wide Janitorial Services to
Korean Professional Building Maintenance of Stockton, ServiceMaster
Commercial Building Maintenance of Sacramento, and Cleaning Concepts
of Lodi

Enclosed is a copy of background information on an item on the City Council agenda of
Wednesday, April 7, 2004. The meeting will be held at 7 p.m. in the
City Council Chamber, Carnegie Forum, 305 West Pine Street.

This item is on the consent calendar and is usually not discussed unless a
Council Member requests discussion. The public is given an opportunity to address
items on the consent calendar at the appropriate time.

If you wish to write to the City Council, please address your letter to City Council,
City of Lodi, P. O. Box 3006, Lodi, California, 95241-1910. Be sure to allow time for the
mail. Or, you may hand-deliver the letter to City Hall, 221 West Pine Street.

If you wish to address the Council at the Council Meeting, be sure to fill out a speaker's
card (available at the Carnegie Forum immediately prior to the start of the meeting) and
give it to the City Clerk. If you have any questions about communicating with the
Council, please contact Susan Blackston, City Clerk, at (209) 333-6702.

If you have any questions about the item itself, please call Dennis Callahan,
Fleet and Facilities Manager, at (209) 333-6800, extension 2690.

R. C. Prima

for:

Richard C. Prima, Jr.
Public Works Director

RCP/pmf
Enclosure
cc: City Clerk

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